

Volume No. 1—Policies & Procedures	TOPIC NO. 40405
Function No. 40000—Leave Accounting	TOPIC ONLINE INQUIRY AND REPORTING
Section No. 40400—Inquiry and Reporting	DATE October 2004

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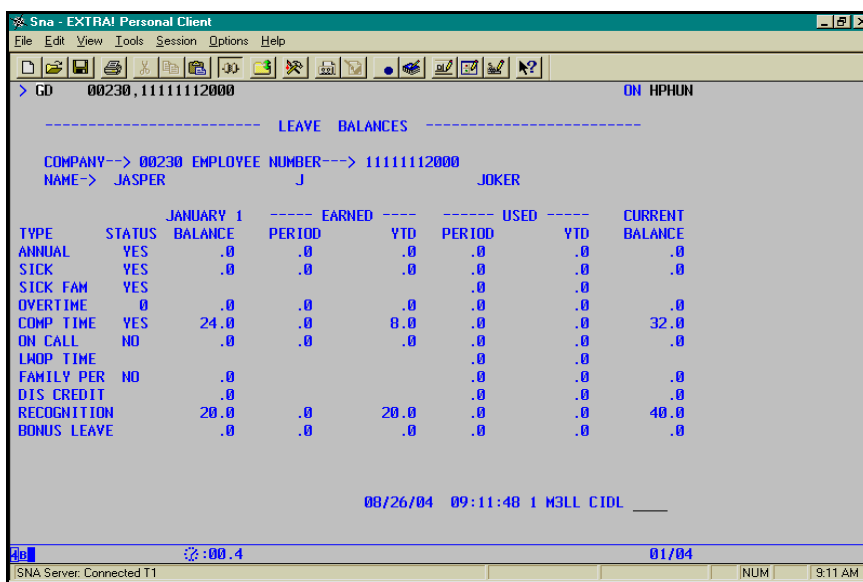
Overview

Introduction CIPPS-Leave provides numerous screens for online inquiry, a screen to request agency leave history reports, and various reports that facilitate leave processing, year-end reporting and fiscal year-end leave liability reporting.

Online Inquiry Screens

Online Inquiry Navigation Access all online inquiry screens by entering GD in the Command field, the 5-digit agency number and 11 digit employee number in the Command Qualifier field, and the Database/Screen ID (HPHUN, HPFUN, HPIUN, HPEUN, HPDUN) in the Database/Screen ID field.

Decrementd Leave Types—HPHUN Access HPHUN, Leave Balances, to perform online inquiries for decremented leave types (and LWOP):



TYPE	STATUS	JANUARY 1 BALANCE	EARNED YTD	USED YTD	CURRENT BALANCE
ANNUAL	YES	.0	.0	.0	.0
SICK	YES	.0	.0	.0	.0
SICK FAM	YES	.0	.0	.0	.0
OVERTIME	0	.0	.0	.0	.0
COMP TIME	YES	24.0	.0	8.0	32.0
ON CALL	NO	.0	.0	.0	.0
LWOP TIME		.0	.0	.0	.0
FAMILY PER	NO	.0	.0	.0	.0
DIS CREDIT		.0	.0	.0	.0
RECOGNITION		20.0	.0	20.0	40.0
BONUS LEAVE		.0	.0	.0	.0

COMPANY, EMPLOYEE NO, NAME System displayed based on information entered in the Command Qualifier field.

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Online Inquiry Screens, Continued

<i>TYPE</i>	Displays decremented leave types plus LWOP, period and YTD usage.
<i>STATUS</i>	Based on profile data entered on HPIUS.
<i>JANUARY 1 BALANCE</i>	Balance as of the beginning of the leave year. Note: Although January 1 displays, the actual beginning balance is as of January 10.
<i>EARNED - PERIOD</i>	Accumulated total of all earned activity and maintenance transactions entered during the current leave period.
<i>EARNED - YTD</i>	Accumulated total of all activity and maintenance usage transactions entered during the current leave year.
<i>USED - PERIOD</i>	Accumulated total of all earned activity and maintenance transactions entered during the current leave period.
<i>USED - YTD</i>	Accumulated total of all earned activity and maintenance transactions entered during the current leave year.
<i>CURRENT BALANCE</i>	Current balance (as of the last valid transaction) for each leave type.

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Online Inquiry Screens, Continued

Compensatory Leave—HPFUN

Access HPFUN, Employee Compensatory Leave Balances, to perform online inquiries for compensatory leave:

----- EMPLOYEE COMPENSATORY LEAVE BALANCES -----

COMPANY--> 00230 EMP NO--> 1111112000
NAME--> JASPER J JOKER

----- COMPENSATORY BALANCE TOTALS -----

STATUS	PERIOD	EARNED	YTD	PERIOD	USED	YTD	CURRENT BALANCE
YES	.0		8.0	.0		.0	32.0

----- PERIOD -----

START	BALANCE	START	BALANCE	START	BALANCE	START	BALANCE
06/01/2001	.0	03/01/2001	8.0	12/01/2000	.0	09/01/2000	.0
05/16/2001	.0	02/16/2001	.0	11/16/2000	.0	08/16/2000	.0
05/01/2001	.0	02/01/2001	.0	11/01/2000	8.0	08/01/2000	.0
04/16/2001	.0	01/16/2001	.0	10/16/2000	.0	07/16/2000	.0
04/01/2001	.0	01/01/2001	.0	10/01/2000	.0	07/01/2000	.0
03/16/2001	.0	12/16/2000	.0	09/16/2000	.0	06/16/2000	16.0
						06/01/2000	.0

A205W-END OF LIST

08/26/04 09:13:00 1 M3LL CIDL

01/04

SNA Server: Connected T1

COMPANY, EMP NO, NAME

System displayed based on information entered in the Command Qualifier field.

STATUS, EARNED PERIOD/YTD, USED PERIOD/YTD, CURRENT BALANCE

Displays information described on HPHUN specifically for compensatory leave.

PERIOD START, BALANCE

Summarizes compensatory leave by period earned starting with the current period and working backwards 25 periods.

Note: The hours displayed for the 25th period (i.e., the last period on lower right) will be deleted from the employee's record at the close of the current period.

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Online Inquiry Screens, Continued

Accumulated Leave Types— HPIUN

Access HPIUN, Leave Balances, to perform online inquiries for accumulated leave types by leave year:

Sna - EXTRA! Personal Client

File Edit View Tools Session Options Help

> C 00230,11111112000 ON HPIUN

----- LEAVE BALANCES -----

COMPANY--> 00230 EMPLOYEE NUMBER--> 11111112000
NAME--> JASPER J JOKER

YTD LV ACC	YTD USED
CIVIL	.0
EDUCATION	.0
MILITARY	.0
WORK COMP	.0
OTHER	.0
COMMUNITY SRV	.0
DISABILITY	.0
PRE-LAYOFF	.0
BMOD	.0

A211W-GU INVALID FOR THIS SCREEN DBID A205W-END OF LIST
08/26/04 09:13:54 1 M3LL CIDL

00:00.5 01/04

SNA Server: Connected T1 NUM 9:13 AM

COMPANY, EMPLOYEE NO, NAME

System displayed based on information entered in the Command Qualifier field.

YTD LV ACC

Lists accumulated leave types.

YTD USED

Accumulates all activity and maintenance transactions entered during the current leave year.

Note: Military leave year runs from 10/01/XXX0 through 09/30/XXX1.

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Online Inquiry Screens, Continued

Recognition Leave— HPEUN

Access HPEUN, Employee Recognition Leave Balances, to perform online inquiries for recognition leave:

----- EMPLOYEE RECOGNITION LEAVE BALANCES -----

COMPANY--> 00230 EMP NO-----> 1111112000
NAME--> JASPER J JOKER

EARNED		USED		CURRENT
PERIOD	YTD	PERIOD	YTD	BALANCE
.0	20.0	.0	.0	40.0

PERIOD		PERIOD		PERIOD		PERIOD	
START	BALANCE	START	BALANCE	START	BALANCE	START	BALANCE
06/01/2001	.0	03/01/2001	.0	12/01/2000	.0	09/01/2000	.0
05/16/2001	.0	02/16/2001	.0	11/16/2000	.0	08/16/2000	.0
05/01/2001	.0	02/01/2001	.0	11/01/2000	.0	08/01/2000	.0
04/16/2001	.0	01/16/2001	.0	10/16/2000	.0	07/16/2000	20.0
04/01/2001	.0	01/01/2001	.0	10/01/2000	.0	07/01/2000	.0
03/16/2001	20.0	12/16/2000	.0	09/16/2000	.0	06/16/2000	.0
						06/01/2000	.0

A211W-GU INVALID FOR THIS SCREEN DBID A205W-END OF LIST
08/26/04 09:14:42 1 M3LL CIDL

400 :00.5 01/04
SNA Server: Connected T1 NUM 9:18 AM

**COMPANY,
EMP NO,
NAME**

System displayed based on information entered in the Command Qualifier field.

**EARNED
PERIOD/YTD,
USED
PERIOD/YTD,
CURRENT
BALANCE**

Displays information described on HPHUN specifically for recognition leave.

**PERIOD
START,
BALANCE**

Summarizes recognition leave by period earned starting with the current period and working backwards 25 periods. The hours displayed for the 25th period (i.e., the last period on lower right) will be deleted from the employee's record at the close of the current period.

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Online Inquiry Screens, Continued

Bonus Leave— Access HPDUN, Employee Bonus Leave Balances, to perform online
HPDUN inquiries for Bonus leave:

The screenshot shows a terminal window titled "Sna - EXTRA! Personal Client". The main display area shows the following information:

```

> C 00230,11111112000 ON HPDUN

----- EMPLOYEE BONUS LEAVE BALANCES -----
COMPANY--> 00230 EMP NO-----> 11111112000
NAME-> JASPER J JOKER

----- BONUS BALANCE TOTALS -----
EARNED USED CURRENT
PERIOD YTD PERIOD YTD BALANCE
.0 .0 .0 .0 .0

----- PERIOD -----
START BALANCE START BALANCE START BALANCE START BALANCE
06/01/2001 .0 03/01/2001 5.0 12/01/2000 12.0 09/01/2000 .0
05/16/2001 .0 02/16/2001 .0 11/16/2000 .0 08/16/2000 .0
05/01/2001 .0 02/01/2001 .0 11/01/2000 .0 08/01/2000 .0
04/16/2001 .0 01/16/2001 .0 10/16/2000 .0 07/16/2000 .0
04/01/2001 .0 01/01/2001 .0 10/01/2000 .0 07/01/2000 .0
03/16/2001 .0 12/16/2000 .0 09/16/2000 .0 06/16/2000 .0
06/01/2000 .0

A211W-GU INVALID FOR THIS SCREEN DBID A205W-END OF LIST
08/26/04 09:22:33 1 M3LL CIDL

```

At the bottom of the window, there is a status bar showing "SNA Server: Connected T1", a cursor position "01/04", and a timestamp "9:22 AM".

COMPANY,
EMP NO,
NAME

System displayed based on information entered in the Command Qualifier field.

EARNED
PERIOD/YTD,
USED
PERIOD/YTD,
CURRENT
BALANCE

Displays information described on HPHUN specifically for Bonus leave.

PERIOD
START,
BALANCE

Summarizes bonus leave by period earned starting with the current period and working backwards 25 periods. The hours displayed for the 25th period (i.e., the last period on lower right) will be deleted from the employee's record at the close of the current period.

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Leave Reports

Report Descriptions and Review Requirements

CIPPS-Leave produces many standard reports to facilitate monitoring of transaction data entry and processing. Reports are generated daily, semi-monthly, federal fiscal year-end, leave year-end, and fiscal year-end. The table below provides a description of the CIPPS-Leave reports that are available. Certain reports are provided for informational purposes only. Others requiring review and corrective action are noted:

Report	Description	Review/Corrective Action
U009, Employee Leave Accounting Pay Period Leave Register	Produced at the close of each leave period; lists the current employee leave profile information, leave balances for all leave types, all transactions processed during the period, and estimated hours that may be deleted. Alphabetical order by organizational code.	Use as a resource for maintenance adjustments and to explain check-stub balances to employees.
U010, Error/Audit Report	Produced daily following data entry; lists each transaction entered along with error message if applicable. Messages other than 'Check prior pay period accruals' indicate rejected transactions.	Resolve the cause of the error message through careful review of online and report information. Re-enter transactions as necessary.
U011, Leave Accounting Balance Exception Report	Produced only if input transactions are altered or rejected during the update process. Messages other than "Hours Distributed" indicate rejected transactions.	Maintain with U009 to document how CIPPS-Leave altered an original transaction to chain. Correct rejected transactions and use report for audit trail for altered transactions due to insufficient balances.
U012, Leave Without Pay Exception Report	Daily if employees on LWOP exist; lists all employees reported on LWOP for that day's processing. Accrual indicator(s) on HPIUS will be changed to "U."	Use report to determine employees who may have to have their pay docked. Informational purposes only. Does not automatically adjust pay. If correct, forward to agency payroll staff for adjustment. If incorrect, change accrual indicator on HPIUS back to "Y" and correct leave balances if necessary.

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Leave Reports, continued

Reports, continued

Report	Description	Review/Corrective Action
U013, Transaction Batch Deletion Report	Produced whenever a batch is deleted using HMSUD; lists all transactions within the batch that were deleted.	Review to determine if transactions were deleted that may require re-entry.
U018, Calendar Year End Leave Lost Report	Produced at the end of the leave year if at least one employee loses leave; displays the number of annual, family/personal and sick-personal leave hours lost by employee due to carryover limits.	Use to compare late leave slips with hours lost to verify if employee had sufficient balances to cover leave usage. Hours may need to be reinstated.
U020, U027, Accrued Leave Liability Reports	Produced at the end of the fiscal year; lists the dollar value of accrued leave balances at June 30 by fund using June 30 salary rates divided by standard hours. The value of employer FICA is also included. U020 (by employee, function, VSDP participation indicator and org code), U027 (by fund detail and function).	Review for accuracy and adjust totals if the adjustments substantially impact the reporting process.
U021, Leave Accounting Individual History Report	Produced at the end of each fiscal and leave year or upon request (weekly); lists all transactions entered for each employee on a leave year basis.	Can be used for termination audits or provided to employees for individual review and correction.
U028, Pending Calendar Year End Leave Lost Report	Produced twice toward the end of each leave year; projects two pay periods of accrual; lists employees who will lose annual, family and personal, and sick-personal leave unless they take leave before the end of the leave year.	Employees are notified for annual leave by message on earnings notice.
U035, Leave Usage Summary Report	Produced at the end of each leave year; summary of total leave hours entered by leave type for each employee (ID order) during the leave year. Report includes maintenance transactions and agency-wide leave usage by leave type.	Give leave usage by agency wide totals.

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Leave Reports, Continued

Reports, continued

Report	Description	Review/Corrective Action
U036, <i>Employees on Leave Without Pay Report</i>	Produced each pay period for agencies with employees on LWOP; lists employees on LWOP and the number of LWOP hours during the period.	Determine if employees listed are actually on LWOP. If correct, forward to agency payroll staff for pay adjustment. If incorrect, change accrual indicator on HPIUS back to "Y" and correct leave balances if necessary.
U037, <i>Unbalanced Recognition Leave Records Report</i>	Produced periodically when recognition leave detail records do not equal the sum total; lists recognition leave balance records and all detail recognition leave records listed in descending data order, beginning with Period 1 (current) and ending with Period 25 (current period 1 year ago)..	Determine which total displayed is correct. If the top line total is correct, adjust the detail records accordingly. If the bottom line total is correct, adjust the top line total. If both totals are incorrect, indicate by period the number of hours earned along with the grand total. Look at date report was generated to determine actual period dates. Make corrections on report and send to DOA Payroll Production for corrections. No leave entries will be accepted until a correction is made to the employee's record.
U038, <i>Unbalanced Bonus Leave Records Report</i>	Produced periodically when bonus leave detail records do not equal the sum total; lists bonus leave balance records and all detail bonus leave records listed in descending data order, beginning with Period 1 (current) and ending with Period 25 (current period 1 year ago)..	Determine which total displayed is correct. If the top line total is correct, adjust the detail records accordingly. If the bottom line total is correct, adjust the top line total. If both totals are incorrect, indicate by period the number of hours earned along with the grand total. Look at date report was generated to determine actual period dates. Make corrections on report and send to DOA Payroll Production for corrections. No leave entries will be accepted until a correction is made to the employee's record.

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Leave Reports, Continued

Report Descriptions and Review Requirements (continued)

Report	Description	Review/Corrective Action
U039, Possible 90- Day Leave Status Report	Produced each pay period for agencies with employees on leave for 90 consecutive calendar days; lists employees reaching this status in the current or next pay period. 80 hours must be entered each period to reflect accurate information. If less than 80 hours are entered, the employee will not appear on report.	Review for possible leave accrual adjustment. Status indicators may need to be changed to "N."
U040, Summary of Leave Balances in Hours	Produced each pay period; summarizes all transactions entered during the period by employee. Alphabetical order by Org Code. Lists current balance and earnings for comp, bonus and recog leave for period.	May be distributed to area supervisors for review of leave usage and balances for employees in their area.
U043, Unbalanced Compensatory Leave Records Report	Produced periodically when compensatory leave detail records do not equal the sum total; lists compensatory leave balance records and all detail compensatory leave records in descending date order, beginning with Period 1 (current) and ending with Period 25 (current period 1 year ago).	Determine which total is correct. If top line total is correct, adjust detail records. If bottom line total is correct, adjust top line total. If both totals are incorrect, indicate by period the number of hours earned along with the grand total. Look at date report was generated to determine actual period dates. Make corrections on report and send to DOA. No leave entries will process until corrections have been made.

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Leave Reports, Continued

Reports, continued

Report	Description	Review/Corrective Action
U052, <i>Military Leave Report and Balance Reset</i>	Produced prior to the beginning of the 9/25-10/9 pay period each year; lists all employees with military leave usage during the federal fiscal year in employee ID order. YTD counters (120 hour max) are also reset to zero.	Use to compare late leave slips with hours lost to verify if employee had sufficient balances to cover their leave usage. Review to ensure current federal fiscal year transactions are reflected.
U056, <i>Employee Error Listing for CIPPS Leave Report</i>	Produced when the difference entered in the Begin Leave and End Leave date fields on HPIUS exceeds 730 hours for LWOP or when an Adjusted Emp Date and SDP Emp Date is not entered.	The Adjusted Emp Date and SDP Emp Date field must be updated manually. Corrections to leave balances may also be required to correct accruals due to missing Adjusted Emp Date. Enter the Adjusted Emp Date and the SDP Emp Date if applicable.
902 , <i>CIPPS Leave Employees Participating in VSDP</i>	Produced upon request. Identifies employees designated as VSDP recipients.	Change the recipient indicator to 'N' for any employee not currently in short-term disability status to ensure yearly VSDP leave allocations are made.

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Leave History Requests

Leave History The Leave History Report (U021) provides a detailed year-to-date audit trail of all transactions affecting employee leave balances. Request the report only when the information cannot be obtained through other available reports such as the Employee Leave Register (U009) or online inquiry screens. All history requests will process on the last workday of each week. Contact DOA Payroll Production if more than one request screen is needed per week.

Leave History reports are automatically generated at fiscal and leave year-end for all eligible employees. Leave Histories are not generated for employees who are not “active” on H0BES and not “salaried,” “automatic,” and in a semi-monthly “pay frequency” on H0BID. Request histories for terminating employees prior to payroll changing the preceding information. See the termination coordination activities in CAPP Topic 40110, *Leave Maintenance*.

HQFU1 Leave History requests are entered on HQFU1. Access HQFU1 by entering GU or GUH in the Command field, the 5-digit company number in the Command Qualifier field, and HQFU1 in the Database/Screen ID field and pressing Enter. Using an “I” in the subcommand field, enter:

Sna - EXTRA! Personal Client

File Edit View Tools Session Options Help

> GUH 230 ON HQFU1

-----AGENCY LEAVE HISTORY REQUESTS-----

COMPANY--> 00230

REQUEST 1 -->	1111111100	REQUEST 2 -->	0000000000
REQUEST 3 -->	0000000000	REQUEST 4 -->	0000000000
REQUEST 5 -->	0000000000	REQUEST 6 -->	0000000000
REQUEST 7 -->	0000000000	REQUEST 8 -->	0000000000
REQUEST 9 -->	0000000000	REQUEST 10 -->	0000000000
REQUEST 11 -->	0000000000	REQUEST 12 -->	0000000000
REQUEST 13 -->	0000000000	REQUEST 14 -->	0000000000
REQUEST 15 -->	0000000000	REQUEST 16 -->	0000000000
REQUEST 17 -->	0000000000	REQUEST 18 -->	0000000000
REQUEST 19 -->	0000000000	REQUEST 20 -->	0000000000

08/26/04 09:32:55 1 H3LL CIDL

NUM 07776

SNA Server: Connected T1

COMPANY NUMBER Enter the agency number preceded by two zeros.

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Leave History Requests, Continued

REQUEST NUMBER

Enter one of the values from the table below starting in the 1st position of the field:

Value		Generates History for...	Processing Notes
10	Delete the remaining	All eligible employees	Contact DOA Payroll Production. This value overrides all other agency requests.
70-89	9 zeros following the value.	All employees in the specified Pay Frequency.	Up to 20 Frequencies may be requested. This value overrides employee ID requests if the employee is assigned to the specified Frequency.
Employee ID		The specified employee.	Up to 20 employees may be requested.

Note: If additional requests are needed during the week, access HQFU1 and use an “R” in the subcommand to add to the request. Each request number must be sequentially entered for the request to process.

Leave Year-End Reporting

Year-end

Agencies must ensure all employee leave transactions for each leave year (1/10/XXX0-1/9/XXX1) are entered into CIPPS-Leave by the deadline established in the year-end bulletin. Timeliness is essential to ensure employees who will lose annual, sick, and/or family and personal leave due to carryover limitations and reallocations are not penalized. Following the close of the final leave processing period of the year, year-end processing will be performed to cut-off and roll over new leave balances according to the maximum year-end carryover limits, reset appropriate year-to-date accumulators, and reallocate sick and family and personal leave (for VSDP participants). The Annual Leave Lost Report (U018), Year-end Leave Usage Summary Report (U035) and a complete set of History Reports (U021) will be generated and distributed.

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Fiscal Year-End Leave Liability Reporting

Compensated Absences Balances of annual, sick (for non-VSDP participants), compensatory, overtime, on-call, recognition leave, and disability credits are paid to employees upon termination. The dollar value of these compensated absences (including non-VSDP sick leave that is not compensable for employees with less than five years service) along with applicable payroll taxes must be reported in agency financial statements. CIPPS-Leave computes agencies leave liability and generates reports following the close of the fiscal year.

Internal Control

Internal Control Agencies must establish procedures governing leave form preparation, authorization, submission, data entry, and reconciliation.

Records Retention

Time Period Maintain all applicable forms affecting employee leave for five years or until audited, whichever is later.

Contacts

 DOA Contact	Manager, State Payroll Operations	Payroll Business Analyst/Trainer
	Voice: (804) 225-2245	Voice: (804) 225-3120; (804) 225-3079
	E-mail: Payroll@doa.virginia.gov	E-mail: Payroll@doa.virginia.gov
